



# Governmental Ethics Commission

## Instruction Manual For Preparing Lobbyist Employment & Expenditure Report

**Governmental Ethics Commission - 109 SW 9th, Suite 504 - Topeka, KS 66612**

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**[www.kansas.gov/ethics](http://www.kansas.gov/ethics)**

## INSTRUCTIONS FOR FRONT PAGE OF REPORT

**Who Must Report** Every lobbyist is required to file a separate report for each registration filed with the Secretary of State.

**Where To Report** Reports must be filed with the Kansas Secretary of State, 120 SW 10th, 1st Floor Memorial Hall, Topeka, Kansas 66612.

### What To Report

- \* If a lobbyist's aggregate of all reportable expenditures is \$100 or less in a reporting period, the box in the middle right of the front page should be checked. The "Types of Expenditures" section does not need to be completed. The lobbyist can skip to the bottom of the front page to sign and date the form before filing it with the Secretary of State.
- \* If a lobbyist spends more than \$100 in a reporting period, he or she will be required to complete the entire front page and **all** accompanying schedules disclosing expenditures.
- \* If the client, appointing and/or compensating authority has more than one lobbyist, only the portion of the expenditures each lobbyist is most directly connected with shall be attributable to that specific lobbyist.

**Every lobbyist required to file a Lobbyist Employment and Expenditure Report must complete and submit this front page.**

- Line 1     See detailed instructions for Schedule A on page 3 of this manual. If you have no expenditures to report for food and beverage, "0" (zero) should be entered on this line.
- Line 2     See detailed instructions for Schedule B on page 4 of this manual. If you have no expenditures to report for recreation, "0" (zero) should be entered on this line.
- Line 3     See detailed instructions for Schedule C on page 5 of this manual. If you have no expenditures to report for entertainment, "0" (zero) should be entered on this line.
- Line 4     See detailed instructions for Schedule D on page 6 of this manual. If you have no expenditures to report for gifts, "0" (zero) should be entered on this line.
- Line 5     The total for Honoraria and Payments made during the reporting period should be entered on this line. Honoraria and Payments are not required to be itemized on a separate schedule. If you have no expenditures to report in this category, "0" should be entered on this line.  
**Honoraria** is paid to legislators for services rendered such as giving a speech.  
**Payments** are reimbursements for costs associated with giving a speech or attendance at an event.
- Line 6     The total of lines 3, 4, and 5 should be entered on this line.

(continuation of instructions for front page of report)

**Communications.** To be reported as a lobbying expenditure, a communication must promote or oppose action or non-action on a clearly identified legislative matter or an agency rule and regulation and must urge the recipient to communicate with state office holders, legislators or their employees regarding that matter. Communications include, but are not limited to, such items as direct mail, automated phone banks, websites, radio and/or television broadcast spots, and newspaper advertisements.

- Line 7    Mass Media Communications (TV and/or radio spots, newspaper ads). The total for mass media communications made during the reporting period to influence legislative or executive action should be entered on this line. No itemization on a separate schedule is required for this category. If no expenditures for mass media communications are made, "0" should be entered on this line.
- Line 8    Total expenditures for Communications To Influence Legislative Action should be entered on this line. No itemization is required for this category. If no expenditures for this type of communication are made, "0" (zero) should be entered on this line.
- Line 9    Total expenditures for Communications To Influence Executive Action should be entered on this line. No itemization is required for this category. If no expenditures for this type of communication are made, "0" (zero) should be entered on this line.
- Line 10   Total of lines 8 and 9.
- Line 11   Other Reportable Expenditures should be listed on this line. No itemization is required for this category. Any reportable lobbying expenditure which has not been reported in the above categories should be reported here. Specific examples include, but are not limited to, the expense of printing and mailing invitations to legislative functions, the expense of entertainment, or flowers for the function.
- Line 12   Total Expenditures This Period should be the total of lines 1, 2, 6, 7,10, and 11.

See K.S.A. 46-269 for specific statutory language concerning lobbyist reporting.

## **INSTRUCTIONS FOR PREPARING SCHEDULE A FOOD & BEVERAGE**

Food and beverage provided to any legislator, judge, and any employee of the legislative or judicial branch of government must be reported on this schedule. The lobbyist must accompany such official or employee to the location where the food and beverage is being served.

Exceptions to the requirement for listing individual names on this schedule:

- 1) When all members of the legislature are invited to an event;
- 2) When all members of either chamber of the legislature are invited;
- 3) When all members of a political party caucus of the legislature or either chamber of the legislature are invited;
- 4) When only beverages and/or snack foods, not offered as part of a meal, are provided;
- 5) When a meal is provided by a lobbyist because of a personal or family relationship he or she has with the legislator, judicial officer, or employee of the legislative or judicial branch;
- 6) When a meal is provided at a *public* event in which the person is attending in his or her official capacity.

**Name of Recipient** means the full name of the legislator, judge, or employee of the legislative or judicial branch of State government who is receiving the food and beverage.

**Check Appropriate Box** for whether the recipient is a legislator, legislative employee, judge or judicial employee.

**Description of Food and Beverage** would include whether the meal was a breakfast, lunch, or dinner.

**Amount** means the cost of the food and beverage provided to a legislator, legislative employee, judge or judicial employee.

**Total of Above Listed Expenditures** means the amount spent on the individually listed recipients of food and beverage listed on Schedule A.

**Total Unitemized Expenditures for Food and Beverage** means the aggregate total of food and beverage expenditures made on behalf of state officers and employees in the legislative and judicial branches of State government not required to be itemized in the six exceptions above. The total for food and beverage expenses incurred for all spouses of state officers and employees in the legislative and executive branches of government should also be included in this figure.

**Total Expenditures for Food & Beverage This Period** amount should be listed here and on line 1 of the front page of the report.

## **INSTRUCTIONS FOR PREPARING SCHEDULE B RECREATION**

Hospitality in the form of recreation provided to a legislator, judge, and any employee of the legislative or judicial branch of State government must be reported on this schedule. Recreation is the price of admission to an entertainment or sporting event or activity such as a game, play, concert, golf, hunting or fishing. To be classified as “recreation,” a lobbyist must accompany the legislator, legislative employee, judge, and employee of the judicial branch to the recreational event.

**No legislator or legislative employee is permitted to accept hospitality in the form of recreation having an aggregate value of \$100 or more in any calendar year from any one entity. This \$100 recreation limit applies to the combination of both the legislator or legislative employee and their spouse.**

Exceptions to the requirement for listing individual names on this schedule:

- 1) When all members of the legislature are invited to an event;
- 2) When all members of either chamber of the legislature are invited;
- 3) When all members of a political party caucus of the legislature or either chamber of the legislature are invited.

**Name of Recipient** means the full name of the legislator, judge, or employee of the legislative or judicial branch of State government who is receiving the recreation.

**Check Appropriate Box** for whether the recipient is a legislator, legislative employee, judge or judicial employee.

**Description** means the type of recreational activity.

**Amount** means the cost of the recreation provided to a legislator, legislative employee, judge or judicial employee.

**Total of Above Listed Expenditures** means the total amount spent on the individually listed recipients of recreation listed on Schedule B.

**Total Unitemized Expenditures for Recreational Events** means the aggregate total of recreational expenditures made on behalf of state officers and employees in the legislative and judicial branches of State government not required to be itemized in the three exceptions above. The total for recreation expenses incurred for all spouses of state officers and employees in the legislative and executive branches of government should also be included in this figure.

**Total Expenditures for Recreation This Period** should be listed here and on line 2 of the front page of the report.

## INSTRUCTIONS FOR PREPARING SCHEDULE C ENTERTAINMENT

Entertainment provided to a legislator, judge, and any employee of the legislative or judicial branch of State government must be reported on this schedule. Entertainment is the price of admission to an event or activity such as a game, play, concert, golf, hunting or fishing when the lobbyist does not accompany the legislator, judge, legislative or judicial employee to such event.

**No legislator or legislative employee is permitted to accept entertainment having an aggregate value of \$40 or more in any calendar year from any one entity. This \$40 entertainment limit applies to the combination of both legislator or legislative employee and their spouse.**

Exceptions to the requirement for listing individual names on this schedule:

- 1) When all members of the legislature are invited to an event;
- 2) When all members of either chamber of the legislature are invited;
- 3) When all members of a political party caucus of the legislature or either chamber of the legislature are invited.

**Name of Recipient** means the full name of the legislator, judge, or employee of the legislative or judicial branch of State government who is receiving the entertainment.

**Check Appropriate Box** for whether the recipient is a legislator, legislative employee, judge or judicial employee.

**Description** means the type of entertainment activity.

**Amount** means the cost of the entertainment provided to a legislator, legislative employee, judge or judicial employee.

**Total of above Listed Expenditures** means the total amount spent on the individually listed recipients of entertainment listed on Schedule C.

**Total Unitemized Expenditures for Entertainment Events** means the aggregate total of entertainment expenditures made on behalf of state officers and employees in the legislative and judicial branches of State government not required to be itemized in the three exceptions above. The total for entertainment expenses incurred for all spouses of state officers and employees in the legislative and executive branches of government should also be included in this figure.

**Total Expenditures for Entertainment This Period** should be listed here and on line 3 of the front page of the report.

## **INSTRUCTIONS FOR PREPARING SCHEDULE D GIFTS**

Gifts provided to a legislator, judge, and any employee of the legislative or judicial branch of State government must be reported on this schedule. Gift means the transfer of money or anything of value without receiving legal consideration of a reasonably equal or greater value in return. The value of a gift is the fair market value or a reasonable estimate thereof.

**No legislator or legislative employee is permitted to accept a gift having an aggregate value of \$40 or more in any calendar year from any one entity. This \$40 gift limit applies to the combination of both the legislator or legislative employee and their spouse.**

**All gifts, regardless of value, must be itemized.**

**Name of Recipient** means the full name of the legislator, judge, or employee of the legislative or judicial branch of State government who is receiving the gift.

**Check Appropriate Box** for whether the individual is a legislator, legislative employee, judge or judicial employee.

**Description** means what the gift is.

**Amount** means the cost of the gift provided to a legislator, legislative employee, judge or judicial employee.

**Total of above listed expenditures** means the total amount spent on the individually listed recipients of gifts listed on Schedule D.

**Total Unitemized Expenditures for Gifts** means the aggregate total of gift expenses incurred for all spouses of state officers and employees in the legislative and executive branches of government which are not required to be itemized above.

**Total Expenditures for Gifts This Period** should be listed here and on line 4 of the front page of the report.